

## How to Run a Vendor Line Item Report in FMMI For Open SmartPay Credit Memos

Note: Open items (documents) are documents that have posted but have not been cleared (picked up in Certifications disbursement job). These documents do not have a Treasury In-Transit (TI) document associated with them.

Go to Accounts Payable/AP Reports/List of Vendor Line Items Report;  
transaction code S\_ALR\_87012103.

The screenshot displays the USDA Financial Management Modernization Initiative (FMMI) Portal in a Windows Internet Explorer browser. The page title is "List of Vendor Line Items Report - FMMI Portal". The URL bar shows "https://portal.fmmi.usda.gov/irj/portal/". The page features a green header with the USDA logo and the text "United States Department of Agriculture Financial Management Modernization Initiative". A welcome message for "CHARLES MCGOWAN" is visible. The main navigation bar includes tabs for "Welcome", "Accounts Payable", "Accounts Receivable", "Cost Management", "Funds Management", "General Ledger Management", and "Internal Control". The "Accounts Payable" tab is active, and the "AP Reports" sub-tab is selected. The "List of Vendor Line Items Report" is the current view. On the left, a "Business Activity" sidebar lists various reports, with "List of Vendor Line Items Report" highlighted. The main content area, titled "List of Vendor Line Items", contains a "Vendor selection" section with fields for "Vendor account" and "Company code", and a "Selection using search help" section with "Search help ID" and "Search string" fields. Below these is a "Line Item Selection" section with radio buttons for "Open Items" and "Cleared Items", and a "Clearing Date" field. A system information pop-up is visible on the right, showing details for "PE1(500)". The page footer indicates "Page: 2 of 2" and "Words: 23".

USDA United States Department of Agriculture  
Financial Management Modernization Initiative

Welcome CHARLES MCGOWAN Help Log Off

Welcome Accounts Payable Accounts Receivable Cost Management Funds Management General Ledger Management Internal Control

AP Evaluation AP Reports IAS Interface Reports BI Accounts Payable Reports BI Payroll Reports

List of Vendor Line Items Report History Back Forward

Business Activity

- Accounts Payable Reports
  - Display Line Items Report
  - Check Register Report
  - Number Ranges for Checks Report
  - Due Date Analysis for Open Items Report
  - Due Date Forecast for Open Items Report
  - Vendor List Report
  - Display Changes to Vendor Report
  - Down Payments List Report
  - List of Vendor Line Items Report
  - Electronic Funds Transfer Payment Query Report
  - Document Chain Report
  - Accounts Payable Aging Report
  - Vendor PO Change Report
  - Payments Settlements List
  - Display List of Invoice

List of Vendor Line Items

Menu Save as Variant... Back Exit Cancel System Execute Get Variant... Dynamic selections More...

Vendor selection

Vendor account to Company code to

Selection using search help

Search help ID Search string Search help

Line Item Selection

Status

Open Items Open at Key Date 11/19/2013

Cleared Items Clearing Date to

System PE1(500)  
Client 500  
User F0004580  
Program RFKEPL00  
Transaction S\_ALR\_87012103  
Server fprecap1-d  
PE1 (500)

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Internet

Type the vendor code for US Bank purchase card and fleet card transactions (1100929882) in the Vendor account field and ensure Open Items is selected. The current date is displayed as the default; to see what was open on a different date, simply change the date. Click Execute or press F8.

The screenshot displays the 'List of Vendor Line Items Report' interface within the USDA FMMI Portal. The interface is organized into several sections:

- Navigation Menu (Left):** Includes 'Business Activity' and 'Accounts Payable Reports'. The 'List of Vendor Line Items Report' is highlighted under 'Accounts Payable Reports'.
- Header (Top):** Displays the USDA logo, 'United States Department of Agriculture Financial Management Modernization Initiative', and a welcome message for 'CHARLES MCGOWAN'.
- Report Title:** 'List of Vendor Line Items Report' is displayed at the top of the main content area.
- Vendor selection:** Contains fields for 'Vendor account' (1100929882) and 'Company code'. Arrows point to the 'Execute' button and the 'Vendor account' field.
- Selection using search help:** Includes fields for 'Search help ID' and 'Search string', and a 'Search help' button.
- Line Item Selection:** Contains a 'Status' section with radio buttons for 'Open Items' (selected) and 'Cleared Items'. The 'Open at Key Date' field is set to 11/19/2013. Arrows point to the 'Open Items' radio button and the 'Open at Key Date' field.
- Footer:** Displays 'Done' and 'Trusted sites | Protected Mode: Off'.

The following list is displayed. To display a specific Agency, filter the business area. Left click on BusA, then click Set Filter.

**List of Vendor Line Items Report**

US Dept of Agriculture  
Washington, DC

**List of Vendor Line Items**

Menu Back Exit Cancel System Details Sort in Ascending Order Sort in descending order **Set filter** Total Subtotals... Expand More...

Assignment	Pstng Date	Type	DocumentNo	Doc. Date	BusA	Itm	PK	NP	PEK	PM	Discount base	Bline Date	Day1	Disc.1	Due on
	10/23/2013	ZW	1906996318	10/21/2013	CF00	2	21				0.00	10/21/2013	0	0.000	10/21/201
	10/23/2013	ZW	1906996319	10/21/2013	CF00	2	21				0.00	10/21/2013	0	0.000	10/21/201
	10/23/2013	ZW	1906996320	10/21/2013	CF00	2	21				0.00	10/21/2013	0	0.000	10/21/201
	10/23/2013	ZW	1906996321	10/21/2013	CF00	2	21				0.00	10/21/2013	0	0.000	10/21/201
	10/23/2013	ZW	1906996322	10/21/2013	CF00	2	21				0.00	10/21/2013	0	0.000	10/21/201
	10/23/2013	ZW	1906996323	10/21/2013	CF00	2	21				0.00	10/21/2013	0	0.000	10/21/201
	10/23/2013	ZW	1906996324	10/21/2013	CF00	2	21				0.00	10/21/2013	0	0.000	10/21/201
	10/25/2013	ZW	1907016827	10/24/2013	CF00	2	21				0.00	10/24/2013	0	0.000	10/24/201
	10/25/2013	ZW	1907016828	10/24/2013	CF00	2	31				0.00	10/24/2013	0	0.000	10/24/201
	10/25/2013	ZW	1907016829	10/24/2013	CF00	2	31				0.00	10/24/2013	0	0.000	10/24/201
	10/30/2013	ZW	1907069185	10/29/2013	CF00	2	21				0.00	10/29/2013	0	0.000	10/29/201
	10/30/2013	ZW	1907076135	10/29/2013	IG00	2	21				0.00	10/29/2013	0	0.000	10/29/201
	10/30/2013	ZW	1907076137	10/29/2013	IG00	2	31				0.00	10/29/2013	0	0.000	10/29/201
	10/31/2013	ZW	1907068522	10/30/2013	CF00	2	31				0.00	10/30/2013	0	0.000	10/30/201
	11/01/2013	ZW	1907100004	10/31/2013	CF00	2	21				0.00	10/31/2013	0	0.000	10/31/201
	11/01/2013	ZW	1907100005	10/31/2013	CF00	2	31				0.00	10/31/2013	0	0.000	10/31/201
	11/02/2013	ZW	1907111626	11/01/2013	CF00	2	31				0.00	11/01/2013	0	0.000	11/01/201
	11/07/2013	ZW	1907164864	11/06/2013	IG00	2	21				0.00	11/06/2013	0	0.000	11/06/201
	11/07/2013	ZW	1907164865	11/06/2013	IG00	2	21				0.00	11/06/2013	0	0.000	11/06/201

PE1 (500)

Type the desired Agency code, then click the green check mark.

The screenshot displays the 'List of Vendor Line Items Report' in the FMMI Portal. The page header includes the USDA logo and the text 'United States Department of Agriculture Financial Management Modernization Initiative'. The navigation bar shows 'Accounts Payable' as the active tab. The main content area is titled 'List of Vendor Line Items Report' and includes a 'Filter criteria' section. In this section, the 'Business Area' is set to 'ap00'. A green checkmark icon is highlighted in the bottom left corner of the filter criteria section, indicating the selection of the desired Agency code. The table on the right side of the screen lists vendor line items with columns for 'Day1', 'Disc.1', and 'Due on'.

Day1	Disc.1	Due on
0	0.000	10/21/201
0	0.000	10/21/201
0	0.000	10/21/201
0	0.000	10/21/201
0	0.000	10/21/201
0	0.000	10/21/201
0	0.000	10/21/201
0	0.000	10/21/201
0	0.000	10/24/201
0	0.000	10/24/201
0	0.000	10/24/201
0	0.000	10/29/201
0	0.000	10/29/201
0	0.000	10/29/201
0	0.000	10/29/201
0	0.000	10/30/201
0	0.000	10/31/201
0	0.000	10/31/201
0	0.000	11/01/201
0	0.000	11/06/201
0	0.000	11/06/201

Only the documents for the selected Agency are displayed.

List of Vendor Line Items Report - FMMI Portal - Windows Internet Explorer

https://portal.fmmi.usda.gov/irj/portal/

File Edit View Favorites Tools Help

Favorites NFC Intranet Home Page

List of Vendor Line Items Report - FMMI Portal

Page Safety Tools

**USDA** United States Department of Agriculture  
Financial Management Modernization Initiative

Welcome CHARLES MCGOWAN Help Log Off

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AP Evaluation AP Reports IAS Interface Reports BI Accounts Payable Reports BI Payroll Reports

List of Vendor Line Items Report History Back Forward

**List of Vendor Line Items**

Menu Back Exit Cancel System Details Sort in Ascending Order Sort in descending order Set filter Delete Filter Total Subtotals... More...

US Dept of Agriculture Washington, DC List of Vendor Line Items

Assignment	Pstng Date	Type	DocumentNo	Doc. Date	BusA	Itm	PK	NF	PEK	PM	Discount base	Bline Date	Dayl	Disc.1	Due on
		Region MN													
Key date 11/19/2013		Country US													
	11/14/2013	ZW	1907248331	09/20/2013	AP00	2	21				0.00	09/20/2013	0	0.000	09/20/201
	11/14/2013	ZW	1907248332	09/20/2013	AP00	2	21				0.00	09/20/2013	0	0.000	09/20/201
	11/14/2013	ZW	1907248431	09/20/2013	AP00	2	21				0.00	09/20/2013	0	0.000	09/20/201
	11/14/2013	ZW	1907247933	09/23/2013	AP00	2	21				0.00	09/23/2013	0	0.000	09/23/201
	11/14/2013	ZW	1907247934	09/23/2013	AP00	2	21				0.00	09/23/2013	0	0.000	09/23/201
	11/14/2013	ZW	1907247935	09/23/2013	AP00	2	21				0.00	09/23/2013	0	0.000	09/23/201
	11/14/2013	ZW	1907247936	09/23/2013	AP00	2	21				0.00	09/23/2013	0	0.000	09/23/201
	11/14/2013	ZW	1907247937	09/23/2013	AP00	2	21				0.00	09/23/2013	0	0.000	09/23/201
	11/14/2013	ZW	1907247938	09/23/2013	AP00	2	21				0.00	09/23/2013	0	0.000	09/23/201
	11/14/2013	ZW	1907247939	09/23/2013	AP00	2	21				0.00	09/23/2013	0	0.000	09/23/201
	11/14/2013	ZW	1907247940	09/20/2013	AP00	2	21				0.00	09/20/2013	0	0.000	09/20/201
	11/14/2013	ZW	1907247941	09/23/2013	AP00	2	21				0.00	09/23/2013	0	0.000	09/23/201
	11/14/2013	ZW	1907247942	09/23/2013	AP00	2	21				0.00	09/23/2013	0	0.000	09/23/201
	11/14/2013	ZW	1907247943	09/23/2013	AP00	2	21				0.00	09/23/2013	0	0.000	09/23/201
	11/14/2013	ZW	1907248031	09/23/2013	AP00	2	21				0.00	09/23/2013	0	0.000	09/23/201
	11/14/2013	ZW	1907248032	09/23/2013	AP00	2	21				0.00	09/23/2013	0	0.000	09/23/201

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Use this report to show payments to any vendor. To see payments that have disbursed, select Cleared Items in the first screen. For vendors with a large volume of payments, e.g., US Bank, Verizon, or MetTel, provide beginning and ending dates, or FMMI will time out while attempting to pull all the documents. For SmartPay documents, it is recommended no more than 2 months are run at a time; even that will take longer for FMMI to complete.

The screenshot displays the 'Display Line Items Report' interface within a Windows Internet Explorer browser. The page title is 'Display Line Items Report - FMMI Portal'. The URL bar shows 'https://portal.fmmi.usda.gov/irj/portal/'. The page features a green header with the USDA logo and the text 'United States Department of Agriculture Financial Management Modernization Initiative'. A welcome message for 'CHARLES MCGOWAN' is visible. The main navigation bar includes links for 'Accounts Payable', 'Accounts Receivable', 'Cost Management', 'Funds Management', 'General Ledger Management', and 'Internal Control'. The 'Accounts Payable' section is active, showing 'AP Reports' and 'IAS Interface Reports'. The 'Display Line Items Report' is selected, and the 'Vendor Line Item Display' section is shown. The 'Status' dropdown is set to 'Cleared items'. The 'Clearing date' is set to 11/1/2013, and the 'Open at key date' is set to 11/19/2013. The 'Posting date' is also set to 11/19/2013. The interface includes a menu bar with options like 'Save as Variant...', 'Back', 'Exit', 'Cancel', 'System', 'Execute', 'Get Variant...', 'Dynamic selections', 'Program Documentation', and 'Data Sources'. A search help section is also present.

To see parked documents, select Open items and click Parked items in the Type section.

Display Line Items Report - FMMI Portal - Windows Internet Explorer

https://portal.fmmi.usda.gov/irj/portal/

File Edit View Favorites Tools Help

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Display Line Items Report History Back Forward

**Vendor Line Item Display**

Menu Save as Variant... Back Exit Cancel System Execute Get Variant... Dynamic selections Program Documentation Data Sources

☒ Open items  
Open at key date 11/19/2013

☐ Cleared items  
Clearing date 11/1/2013 to 11/19/2013

☐ All items  
Posting date to

Type

☒ Normal items  
☐ Special G/L transactions  
☐ Parked items  
☐ Customer items

PE1 (500)

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